



INTERNAL QUALITY ASSURANCE CELL

SHRI RAM COLLEGE OF COMMERCE

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Minutes of the proceedings of the IQAC meeting held on **July 09, 2018** at 10:30 A.M. in the Committee Room, Shri Ram College of Commerce.

Present:

- | | |
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| 1. Prof. Simrit Kaur | Principal and Chairperson, IQAC |
| 2. Dr. Rachna Jawa | Coordinator, IQAC |
| 3. Dr. R.P. Rustagi | Faculty Member, Commerce Department |
| 4. Mr. Rajiv Jha | Faculty Member, Economics Department |
| 5. Dr. Suman Bhakri | Coordinator, PGDGBO programme |
| 6. Mr. S. K. Choudhary | Convenor (IQAC Student Feedback Committee) |
| 7. Dr. Santosh Kumar | Convenor (IQAC Seminar Committee) |
| 8. Mr. H.N. Tiwari | Warden, Boys Hostel |
| 9. Dr. P.C. Jain | Management Representative |
| 10. Dr. Girish Ahuja | Alumni Representative |
| 11. Prof. Madhu Vij | External Expert |
| 12. Mr. B.M. Gupta | Community Representative |
| 13. Mr. P.K. Jain | A.O. Accounts |
| 14. Mr. Jatin Lamba | A.O. Admin |
| 15. Mr. Sandeep Nawani | Librarian |
| 16. Mr. Shiv Nandan | Sr.PA to Principal |

Leave of Absence:

- | | |
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| 1. Anil Kumar | Coordinator, PGDGBO programme |
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Minutes:

1. The Chairperson welcomed the members to the meeting.
2. The minutes of the previous meeting held on January 9, 2018 were confirmed.
3. The following issues were discussed:

i. PGDGBO and BBA (Hons.):

It was informed that deliberations on the proposed courses were being done by a dedicated committee. The IQAC desired that the final outcome of such deliberations of the committee may be shared with it.

ii. Value Added Courses:

Detailed discussions on various aspects of Value Added Courses were held. It was informed that a separate committee comprising of faculty members has been assigned the responsibility for working out the modalities of the Value Added Courses. It was



further informed that talks regarding Value Added Courses with external agencies are in progress. The college is planning to commence Value Added Courses in the forthcoming semester.

iii. **Proposed Activities/Programme:**

The proposed programmes for teaching and non-teaching staff were briefed. It was informed that a workshop on 'Prowess' for faculty members, and on 'quality initiatives' for non-teaching staff have been planned in the month of August, 2018. In semester break of October, 2018 Faculty Development Programme is to be organized. It was reported that the faculty lecture series, which was initiated in January 2018 under IQAC, was a huge success and, therefore, this will be continued in the forthcoming semester as well.

iv. **Attendance Mechanism:**

It was observed that some colleges in University of Delhi have adopted real-time attendance mechanism. In this regard, it was informed that the College is taking adequate steps to improve students' attendance through a duly formed Attendance Monitoring Committee.

v. **Infrastructure:**

Several steps have been initiated in the infrastructure domain to address maintenance and up-gradation of the same. The Committee was informed of the Auditorium's renovation to be taken up by the CPWD; improvement in water supplies from Delhi Jal Board by tendering for new water lines; and 'taking-over' of the Girls Hostel by College authorities and steps being taken for obtaining 'Completion Certificate' for the new Girls Hostel.

vi. **Counsellor:**

It was informed that the advertisement for counsellor was released. Observing the less number of applications received, it was decided to publish the advertisement for a second time. However, efforts are being made to identify a suitable counsellor through informal sources, such as Alumni network.

vii. **Research Initiatives:**

It was informed that a Research Council and Projects Committee under the convenorship of Dr. C. S. Sharma, Associate Professor, SRCC has been constituted to augment the research competencies, especially of, the faculty.

viii. **Consultancy:**

It was informed that faculty members of the College had conducted a Faculty Development Programme at Sri Aurobindo College of Commerce and Management, Ludhiana as per the terms of MoU with them. It was informed that the College is contemplating collaboration with other institutions as well. Recently, talks have been held by a faculty for similar collaboration with Guru Nanak Dev University, Amritsar.



ix. **International Conference:**

It was informed that an International Conference in association with Niti Aayog has been planned on the theme “Women Empowerment”, at India International Center, New Delhi. In this context, it was stated that participants from both within and outside India have shown interest for paper presentations and case-study competitions.

x. **New AQAR Format:**

The Coordinator IQAC briefed the members in detail about the new AQAR format. It was decided to email the soft copy of the new AQAR format to the members along with the minutes.

xi. **Mentorship Scheme for the Students:**

It was suggested to put a formal mentor-mentee system in the College. In this context, it was suggested to assign faculty members as mentors for students with well-defined mentor roles and contact mechanisms. It was proposed that the task be taken up by the Teacher-in-Charge of Commerce and Economics Department respectively.

xii. **MIS:**

It was suggested to introduce an integrated MIS system to be used by for the Accounts Office, Administration Office, Library and management of students’ database, including student progression and placement activities. It was decided that a dedicated committee be formed for completion of this task. Presentations from different vendors are being worked out in this regard.

xiii. **Analysis of Academic Results:**

It was suggested that the Academic Standards Committee (duly constituted by the Staff Council) analyze the academic results of the courses for identification of strengths and weaknesses, highlighting the areas of improvement.

xiv. **Recording of Lectures:**

It was suggested to explore the viability of recording of lectures to improve revision facilities for students. If taken forward, a room could be dedicated for the same.

4. The meeting ended with a vote of thanks to the Chair.

Dr. Rachna Jawa
Coordinator, IQAC



Prof. Simrit Kaur
Principal